

OP MEMORANDUM NO. 20-29-19

11 December 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Meal Breaks for Part-time Employees

STAT REFERENCE: dated 30 September 1981

1. Paragraph 2 of the Reference states:

"Part-time duty hours are scheduled in advance and, where appropriate, one-half hour of uncompensated time is allowed for a meal break. As a matter of policy, part-time employees who work more than five hours in one day are expected to take a half-hour meal break."

2. Components will submit a Request for Personnel Action (Form 1152) on each part-time employee working more than five hours in a day to provide a half-hour meal break if the employee's work schedule does not already include such a break. The work schedule shown in the "remarks" section of the Form 1152 for new part-time employees working more than five hours in a day will include a half-hour for a meal break.

3. Deputy Directors and Heads of Independent Offices may approve exceptions on an individual case basis for their employees. The Deputy Director or Head of Independent Office, or designee, will approve an exception by statement and signature on the Request for Personnel Action for a new part-time employee, or by memorandum to the Director of Personnel, Attention: Chief, Transaction and Records Branch, in the case of a part-time employee already working.

✓ James N. Glerum
Director of Personnel

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